

19 December 1984

REMARKS

Phone No.

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19 December 1984

MEMORANDUM FOR: Chairman, Configuration Control Board

THROUGH : Chief, Information Resources Management Division

FROM : Chief, Information Technology Branch

SUBJECT : IPD Computer Systems Support Needs

REFERENCE : IPD Memo dated 23 October 1984, same subject

1. As you requested, we have met with IPD personnel to review their programming support needs. To date, we have met three times. The four tasks IPD identified in their memorandum were reviewed, and in our opinion, tasks A, C, and D are modifications/enhancements, and will have to be prioritized by the Configuration Control Board (CCB) at its next meeting.

2. We are now working on Task B, establishing a report schedule with ODP. However, in order to determine what reports can, or should, be scheduled with ODP, we need to perform detail analysis, and organize certain information from IPD concerning these reports. Unfortunately, there is no single source within IPD that can provide this information to us. IPD has had different personnel at all three meetings, and as a result, more questions are usually raised than answered. Hopefully, our most recent meeting will produce the information we need to begin detail analysis and organize their report needs. We can and will help IPD with their report problems, however, we cannot do much until we receive the requested information. The amount of programmer support needed to complete this task cannot be determined at this time.

3. We have also taken a quick look at IPD's present configuration of word processing and data processing support. While not ideal, the current configuration seems satisfactory. The GIMS II programming does need fine tuning in certain areas, and reprogramming will be accomplished when we perform the modifications/enhancements requested in tasks A, C, and D. IPD will have to continue to input duplicate data into both the GIMS and Wang systems until it can be determined that a single system can be developed to eliminate the redundant keystroking. Without additional programmer resources, or a change in priority tasking, we would not be able to begin work on IPD's modifications/enhancements before August 1985.

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23 October 1984

MEMORANDUM FOR: Deputy Director, Office of Information Services
FROM:
Chief, Information and Privacy Division
SUBJECT: IPD - Computer Systems Support Needs

1. The purpose of this memo is to point out a number of modifications that are needed to improve the overall effectiveness of computer systems that directly support the IPD mission. Several of these needs are long overdue and need prompt attention. We ask that you review the following tasks in concert with the Configuration Review Board meeting scheduled for 24 October 1984. Additional details will be provided as needed as the tasks described below are described in general terms at this point.

A - The IPS-LOG/HIST data base currently provides a four-line subject field that is unstructured. It is imperative that this four-line field be structured along the lines of the attached example (Tab A). The variety of information captured must be structured to avoid the compromise of source and method information and to maintain clear, concise information to be more responsive to the public in this important area of responsibility.

B - We need to establish a production schedule with the Office of Data Processing to assure the generation of reports on a predetermined basis. This will add consistency to our review process and allow for more diligent followup with components to focus on delinquent requests. A listing of regular scheduled IPD reports is attached at Tab B.

C - Provide a field, as discussed in A above, to indicate the case officer assigned to a case that has gone to litigation. At present we cannot identify the officer responsible for cases that have gone into litigation, thus causing delays and confusion in assigning action and responding to public inquiries.

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REPORTS PRODUCED FOR IPD

WEEKLY:

- . Cases opened
- . Cases closed
- . IPSLOG & IPS History books
- . Term List
- . All cases opened in a week
- . Unacknowledged requests

EVERY TWO WEEKS (Even Weeks):

- . Untasked cases
- . Expedited cases

MONTHLY:

- . Numeric Log and Hist
- . Tickle report for check of cases 90 days old in progress
- . SPR Report
- . Tasking complete, no final
- . E.O. cases over one year old

EVERY TWO MONTHS (Even Months):

- . Requesters who owe us money

QUARTERLY:

- . Backlog Report, including outstanding coordinations - by major component, i.e., DDI, DDO, etc.

ANNUAL:

- . Annual report statistics